Activity/Project Closeout (PROC 1019) Response: Accepted. Reworded. See master document. - NAD

Scope

This process covers closeout of activities and projects, including physical and fiscal completion, asset transfer, contractor evaluations, O&M manuals, and as-built drawings. This includes partial transfers and incremental project acceptance.

Response: Rejected , necessary part of the process **Policy**

ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-2-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 37-345-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf]

ER 415-1-16[http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-16/entire.pdf]

ER 1165-2-131[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf]

Responsibility

The PM is responsible for project closeout; however, the required actions will require participation of a number of Project Delivery Team Members. This includes the requirement to transfer property to customer and closeout project financial cost accounts after project documents or the design and construction contracts are closed out, so excess funds can be returned to HQUSACE/Customers. The PM ensures that necessary documentation has been received so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account.

Distribution

Project Delivery Team (PDT)[*]

Project Manager (PM)[*]

Resource Management Office

Ownership
Response: : Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary

System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[http://rmf31.usace.army.mil/cefmsdoc/]

Civil Works Program and Budget Process[PROC1022]

Lessons Learned[PROC1021]

PMP/PgMP Content[REF1018]

Project Execution and Control[PROC1017]

Activity Preface

This process is performed whenever projects and/or phases of projects, including specific activities, are complete. Projects can also include oversight of contracts, such as Service and IDIQ. The initiation of this process will derive from *Project Execution and Control[PROC1017]*. District SOP's for transferring costs from Construction-In-Progress (CIP) accounts should address the majority of steps shown below. Best business practice is for District SOP's to include fiscal closeout, as well as physical closeout for asset management. District CIP SOP's should ensure that District's General Ledger Accounts properly reflect projects as complete or under construction. Note that the joint Review of Commitments and Obligations requirement is a quality assurance process to steps 1-5. Reference ASA (FM&C) memorandum, dtd 26 Jan 99, subject: Quarterly Reviews of Commitments & Obligations. It is important to remember that closeout of projects and/or phases of projects serve two important purposes: (1) the transfer of cost to the appropriate accounts (Place in Service, Local Interest, or Unfeasible), and (2) excess funds can be reprogrammed. It is also important to reference *Lessons Learned[PROC1021]* during this process.

If the project is complete, you will continue on to the Operation & Maintenance (O&M) phase. Otherwise, you will return to *Project Execution and Control[PROC1017]*.

Project Manager (PM)

1. Ensure PDT reviews unliquidated obligations and undelivered orders in CEFMS for completed activities.

2. Ensure PDT completes all closeout documents (e.g., contractor evaluations, A-E evaluations, as-built drawings, and O&M manuals), and that they are done in accordance with applicable regulations.

Project Delivery Team (PDT)

3. Complete all closeout documents.

4. Clear outstanding obligations and commitments in PR&C's & workitems.

5. Close work items/reallocate funds, if appropriate.

Stop and complete *Lessons Learned[PROC1021]*.

If activity has an asset work item, goto task #6. Otherwise, goto task #7.

6. Process cost transfer in accordance with applicable regulations and policies and District SOP's.

7. Proceed with closeout of activity.

If all activity work items are closed, all funds reallocated to project work item, and all claims settled, goto task #8. Otherwise, End of Activity; goto *Project Execution and Control[PROC1017]*.

8. Determine if project is cost-shared.

If cost-shared, goto task #9. Otherwise, goto task #11.

9. Examine total expenditures for each type of funds to determine if correct cost-sharing exists.

    Each project which is cost-shared has a certain percentage that is paid by the customer in dollars or other contributions. CEFMS has the capability to determine the balancing of these percentages at the completion of a project.

    Refer to *Section 26, Cost Sharing, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf]*

    Also refer to *ER 1165-2-131[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf]*

10. Process cost transfer as necessary, in accord with cost-sharing requirements.

    Refer to *Civil Works Program and Budget Process[PROC1022]*.

Project Manager (PM)

11. Prepare and send customer letter closing project **and return excess funds. Response: Rejected , covered in step 10.**

End of activity.

Start

Project Mgr (PM)

– Ensure PDT reviews unliquidated obligations & undelivered orders in CEFMS for completed activities. (1)
– Ensure PDT completes all closeout documents (e.g., contractor evaluations, A-E evaluations, as-built drawings, & O&M manuals), & that they done in accordance with applicable regulations. (2)

Project Delivery Team (PDT)

– Complete all closeout documents. (3)
– Clear outstanding obligations & commitments in PR&C's & workitems. (4)
– Close work items/ reallocate funds, if appropriate. (5)

PROC1021

Activity has an asset work item? — N → A

Y

Project Delivery Team (PDT)

– Process cost transfer in accordance with applicable regulations & policies & District SOP's. (6)

A

Project Delivery Team (PDT)

– Proceed with closeout of activity. (7)

All activity work items closed, all funds reallocated to project work item, & all claims settled? — Y →

N

End

PROC1017

Project Delivery Team (PDT)

– Determine if project is cost-shared. (8)

Cost-shared? — N →

Y

Project Delivery Team (PDT)

– Examine total expenditures for each type of funds to determine if correct cost-sharing exists. (9)
– Process cost transfer as necessary, in accord with cost-sharing requirements. (10)

Project Mgr (PM)

– Prepare & send cust letter closing project. (11)

End